

Event Concept Proposal

1. Event Overview

Event Name

Enter event title

Organizer

Enter organizer/organization name

Event Date(s)

Enter date(s)

Location

Enter venue/location

2. Event Purpose & Objectives

Describe the main purpose and objectives of the event

3. Target Audience

Describe your target participants (age, profession, interests, etc.)

4. Event Description & Activities

Provide a brief description and list of key activities (agenda, program flow, highlights)

5. Expected Outcomes

Explain intended impact, outputs, or benefits

6. Budget Overview

Summarize estimated costs and requested funding/support (if any)

7. Partners & Sponsors

List potential or confirmed partners/sponsors (if any)

8. Contact Information

Contact Person

Name

Email

Email address

Phone

Phone number